

MEETING AGENDA

MEETING NAME: WISCONSIN ENTERPRISE ARCHITECTURE TEAM (WEAT)

DATE: JULY 27, 2004

TIME: 8:30 A.M. TO 12:00 P. M.

LOCATION: ADMINISTRATION BUILDING, **CONFERENCE ROOM 6F**

WEAT Members:

- Group Leader/Chief Enterprise Architect – Patricia Carlson (a DET representative)
- Enterprise Architect – Keith Hazelton (UW representative)
- Enterprise Architect – Bud Borja (Milwaukee Co., local government representative)
- Enterprise Architect – Mickey Crittenden (Rock Co., local government representative)
- Enterprise Architect – Jay Jaeger (DOT, large state agency representative)
- Enterprise Architect – Diane Kohn (DWD, large state agency representative)
- Enterprise Architect – Judy Heil (DATCP, small state agency representative)

DET Governance:

- Michelle Eldridge (DET Domain Manager Team Lead)
- Molly Conroy (DET Governance Support Staff)

DET Development and Operations:

- Phil Schwarz (DET Operations Representative)
- TBD (DET Development Representative)

Guest:

- Erik Mickelson (DET Infrastructure and Networks)

Agenda Items:

1. Approval of July 13, 2004 Minutes —Patricia Carlson (5 minutes)
2. July 13, 2004 Action Items – Patricia Carlson (10 minutes)
 - 2.1. Provide WEAT with a revised charter for review and comment. This charter will clarify the role of WEAT. **Done**
 - 2.2. Draft Meeting Minutes and provide to WEAT. **Done**

- 2.3. Provide WEAT a spreadsheet with the list of principles, WEAT members will be asked to identify which principles should be in a balanced IT scorecard, a technology selection scorecard and which are best practices. **Done**
- 2.4. Provide WEAT a copy of the portal tool RFB and Portal Governance Team Notes. **Done**
- 2.5. Update the WEAT Web site with today's meeting documents. **Done**
- 2.6. Initiate a discussion with the UW e-Business consortia (UWEBC) to investigate the use of a student project team to design & develop a web survey for what systems are in place within counties. Note this will be a joint effort with the Application Domain. **Discussion has happened with UWEBC, they can provide a student team. There will be a DOA meeting to determine an executive sponsor for this initiative. There will be meetings with the server consolidation and AIM-IT work groups to ensure this activity leverages any appropriate / applicable technology.**
- 2.7. Coordinate a briefing for WEAT regarding the Crowe Chizek Server Consolidation Appraisal Phase deliverable. **Done - Scheduled for 8-9-2004.**
- 2.8. Coordinate a briefing for WEAT with Marcia Doll (AIM-IT). **Have made request, waiting for response.**
- 2.9. Provide WEAT with a Microsoft Project plan for short-term tactical deliverables and a written overview of longer-term deliverables for WEAT. **In progress.**
- 2.10. Compile list of volunteers to work on revising the Technical Reference Model framework. Jay will email to WEAT other Technical Reference Models to include in initial "components of a Technical Reference Model" spreadsheet. **Need to do at meeting on 7-23-2004**
- 2.11. Look for additional procurement activities and forward information to WEAT. **Ongoing**
- 2.12. Write proposed initial process for WEAT to provide architecture consulting services to the extended enterprise. **Pending further discussion with DET Management.**
- 2.13. All WEAT members are to review the enterprise standards in preparation for the next WEAT meeting.
- 2.14. WEAT will develop as part of its deliverables for "reference models" an architecture for "interface" or "integration" reference model. *Note this will require additional discussion, clarification within WEAT and will need to be a joint initiative with the Domains.*

3. Compile list of volunteers to work on revising the Technical Reference Model framework —Patricia Carlson (5 minutes)

- 3.1. Define Next Steps
- 3.2. Assign Deliverables, Tasks for 8-9 WEAT Meeting

4. Review Updated WEAT Charter —All (20 minutes)

- 4.1. Define Next Steps
- 4.2. Assign Deliverables, Tasks for 8-9 WEAT Meeting

5. Principles Classification —Patricia Carlson (45 minutes)

- 5.1. Identify "Best Practices" vs "Principles"
- 5.2. Identify Principles that would be used in a Technology Selection Scorecard.
- 5.3. Identify any Principles that should be re-worded for consistency

- 5.4. Discuss how Principles document could be succinctly presented in 1-2 pages as example from the Working Council of CIO's has done.
- 5.5. Define Next Steps
- 5.6. Assign Deliverables, Tasks for 8-9 WEAT Meeting

BREAK (5 minutes)

- 6. Discussion of Portal RFP—All (1 Hour)
 - 6.1. Discussion of GA Portal Architecture – Can we do something like this?
 - 6.2. Define Current Environment
 - 1. Data Integration - Enterprise Services Bus
 - 2. Online Payment
 - 3. Search Engine
 - 4. Email
 - 5. Web Trends
 - 6. Web Load or other Agency Web Performance Tools
 - 7. Web Content Meta-tagging standards
 - 8. Payment
 - 9. Authentication
 - 6.3. Define Future Needs
 - 1. Customization/Personalization
 - 2. Aggregation
 - 3. Application Navigation and Integration
 - 4. Content Publishing and Integration
 - 5. Security
 - 6. Transaction Management
 - 7. Administration
 - 8. Architectural Issues (i.e. scalability, extensibility, globalization, programmability)
 - 9. Collaboration
 - 10. Accessibility, specifically ADA Section 508
 - 11. Multi- lingual Translation
 - 6.4. Define Format of WEAT Comments to RFP
 - 6.5. Define Next Steps
 - 6.6. Assign Deliverables, Tasks prior to 8-9 WEAT Meeting

BREAK (5 minutes)

- 7. Discussion of Comments to Proposed Information Security and Privacy User ID/Logon Password Standard.—All (20 minutes)
 - 7.1. Define Format of WEAT Comments to Proposed Information Security and Privacy User ID/Logon Password Standard.
 - 7.2. Define Next Steps
 - 7.3. Assign Deliverables, Tasks prior to 8-9 WEAT Meeting
- 8. Initial Triage of Standards List—All (20 minutes)
 - 8.1. Triage Standards List – “sunset”, “update”
 - 8.2. Define Next Steps

8.3. Assign Deliverables, Tasks for to 8-9 WEAT Meeting

9. Review initial WEAT task list and discuss options for “chunking” project components – Patricia Carlson (40 minutes)

8.1. Presentation of options for “chunking”

8.2. Selection of an option

8.3. Define Next Steps for developing project plan and updating WEAT business plan.

8.4. Assign Deliverables, Tasks for to 8-9 WEAT Meeting

10. Review list of action items and assignments for next WEAT meeting — Patricia Carlson (10 minutes).